

Jobsite sign-in / attendance sheet

Record everyone who enters the site: workers, subcontractors and visitors.

Project		Date	
Jobsite / address		Supervisor	

#	Worker name	Employer / subcontractor	Trade	In	Out	Break	Total hrs
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Supervisor signature: _____

Operational site record template. Not a compliance or safety document. Verify any regulatory recordkeeping requirement that applies to your project.